



COORDINATOR, PSYCHOLOGICAL SERVICES

GENERAL RESPONSIBILITIES

Responsible for administering, supervising, coordinating, and evaluating Psychological Services staff including assignments, professional case consultation, and technical assistance. Prepare and monitor psychological services budget.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervise and review the clinical work of the professional psychology staff through discussion, observation, case consultation, and reports.
- Monitor the number and the progress of psychological services referrals through computer database reports.
- Assign or reassign referrals or responsibilities to professional and clerical staff.
- Arrange for and provide staff development activities.
- Communicate and provide information to administrators, staff, parents, and community about psychological services, mental health, and other clinical issues as requested.
- Attend administrative and supervisory meetings as needed or requested.
- Maintain and monitor psychological services budget by review of information, approval of requisitions and inspection of materials and services purchased.
- Assign and supervise crisis intervention teams.
- Support the APA-approved doctoral internship training program in professional psychology.
- Provide direct psychological services to students and schools (occasional assessment, consultation, psychological counseling) as needed or requested
- Oversee the implementation and sustainment of Positive Behavior Interventions and Supports (PBIS) across the division.
- Recruit, interview, and recommend for employment perspective psychological services staff as needed.
- Read and review professional literature and resources.
- Administer and manage confidential files.
- Administer district crisis intervention teams.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the practices, methods and techniques used in the special education process for diagnostic and evaluative procedures; comprehensive knowledge of federal and state mandates and school procedures and regulations, relating to special educational programs; excellent oral and written communications skills; ability to work with and through other school personnel, parents and community agencies.



EDUCATION AND EXPERIENCE

Required:

Doctoral Degree in school/clinical psychology.
Licensed as a clinical psychologist.
Licensed as a school psychologist.

Preferred:

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: Rev. 6/00, 1/17, 7/20
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